



DUMFRIES, VIRGINIA
Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

17755 Main Street
Dumfries, Virginia 22026-2386
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

Dumfries Cares Part-time Program Coordinator

General Description of Work

The Program Assistant's responsibilities will include: daily implementation of the program, acting as a Family Advocate by maintaining communications with schools and parents, assisting with community events, program support, monthly report to the Director of Community Services, coordinating the mentoring component of the program, and other duties as assigned.

Program Coordinator's Duties and responsibilities include but are not limited to:

- Daily implementation of *Dumfries Cares*, to include program curriculum for youth, and weekly parenting classes.
- Generate community awareness of the *Dumfries Cares* Program.
- Recruit volunteers from the community to work with the program.
- Recruit mentees from the community.
- Plans, promotes, organizes and hosts local Workshops for future mentors.
- Secures all mentor applications, background check forms and parents consent forms when applicable; Forwards necessary forms to the Director of Community Services for processing.
- Oversees and assists with participant screening (both mentors and mentees); training of mentors, matching, support, supervision, recognition and closure activities for mentors and mentees;
- Organizes and hosts Orientation Class for new mentors. Class will follow a structure set by the Virginia Mentors Organization, to include monthly training.
- Creates and maintains relationships with community partners to support the program.
- Plans and Hosts ongoing monthly Support Groups/Family Fun Nights for mentors, parents and mentees; Groups will be Topic-oriented. At times, securing speakers from local groups and organizations will be required.
- Provides guidance to mentors and mentees to ensure that both have an enriching mentoring experience;

- Creates and oversees implementation of ongoing advertising and mentor and mentee recruitment plans;
- Communicates with Director of Community Services on a weekly basis concerning program or individual issues or new projects;
- Contributes to program evaluation efforts, to include monthly reports.

Qualifications

The successful candidate must be a self-starter, team player, enjoy working with youth, possess and be able to demonstrate excellent written and oral communications with management staff, community leaders, and representatives from other agencies. The applicant must be organized and proficient in use of Microsoft Word, Microsoft Excel, and Microsoft Powerpoint. Knowledge of Microsoft Publisher is a plus.

Experience and Education

Experience working in the field of education and/or familiarity with mentoring programs is necessary. A Bachelor's degree in a position-relative field or any combination of experience and education that would likely provide the required knowledge and abilities is also qualifying. Must pass a criminal background check

Employment Period and Compensation

The Dumfries Cares Program will operate three days per week, with 15 hours of direct program implementation per mentor group, and 10 additional hours for the Program Assistant to plan, attend mandatory trainings, host monthly Family Fun Nights, Parenting classes, and complete paperwork/evaluations associated with programming.

Please note that this is a federally funded grant funded program and that continuation of the position is based on continuation of the grant. The position will be offered at a probationary status through September 30, 2013; then based on performance will be extended through June 30, 2014.

Compensation

The Program Assistant will be work up to 25 hours per week, at the rate of \$22.22 per hour.

Please submit a resume and letter of interest by **Monday, September 9, 2013** to:

Attn: Director of Community Services
 17755 Main Street
 Dumfries, VA 22026
cneville@dumfriesva.gov
 (f) 703.221.3544